DCDS Reports

Timekeeper Reports - B HR-306 - Detail Time

Issue Date: March 26, 2001

Purpose: The Detail Time report provides detailed information on hours reported for a pay period. The minimum data

required to be entered is department, agency and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Detail Time report is accessed through the Reports, Timekeeper, \underline{B} - Detail Time items on the menu.

B. The following detail is displayed:

Hours Type

Pay Period Total (PP Total)

Number of hours reported for each day of the week

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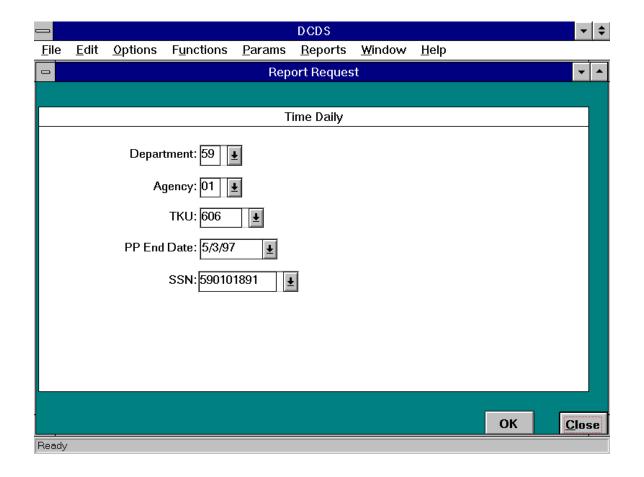
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Information
(Continued)

- Weekly Total
- Sum Total (for split pay old-year sum and new-year sum are displayed)
- Day
- Date
- Hours Type
- Comments
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved
- C. To print a copy of the report, select \underline{F} ile and click on the \underline{P} rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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Report Request Screen

To display the Report Request screen for the Detail Time report, select the \underline{R} eports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on \underline{B} - Detail Time menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Detail Time Report.

Enter the Department, Agency, TKU and Pay Period End Date. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the Detail Time Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-306 - Timekeeper Detail Time

HR – 306	MAIN HUMAN RESO DETAIL TIME			RUN DATE: 10/09/1997 07:31:29 PAGE 1 OF 1
DEPARTMENT: 59 DEPARTMENT OF	OF TRANSPORTATION		PAY PERIO	DD END DATE: 09/06/1997
AGENCY: 01 CENTRAL OFFICE	Œ	PAY PERIOD NO: 19		
TKU: 601 CLIO PROJECT O	OFFICE			
NAME: CHARLEY, BARTON E	SSN: 590-10-1910	APP	POINTMENT DATE: 01/19/1	981
HOURS PP TYPE TOTAL S M T	T W TH F S TOTAL	S M T	W TH F S	WEEKLY SUM TOTAL TOTAL
REG1 64.0 8.0 8. ANLV 16.0	3.0 8.0 8.0 8.0 40.0 0.0	8.0 8.0	8.0 8.0	24.0 16.0
TOTAL 80.0 0.0 8.0 8.	3.0 8.0 8.0 8.0 0.0 40.0	0.0 8.0 8.0	8.0 8.0 8.0	40.0
<u>DAY</u> <u>DATE</u> <u>H</u> 0 THU 09/04/1997	ANLY COMMENTS APPROVED VACATION	TIME		
SIGNATURE				
JBMITTED BY: T_DEPT99	DATE SUBMITTED: 10/08/1997	APPROVED BY:		DATE APPROVED:

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Issue Date: March 26, 2001

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